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PART II.

NOTIFICATIONS BY GOVT. OF INDIA, RESIDENT, CHIEF COURT, &c.

FINANCIAL DEPARTMENT.

ANNUAL RETURNS OF ESTABLISHMENT SCHEDULES FOR 1ST JULY 1897.

Circular No. G. 1873—P & A 481, *dated 1st June* 1897.

The Comptroller has the honor to request that the Public Officers named below will be so good as to furnish this office with their annual schedules of fixed establishments for the 1st July 1897 prepared in accordance with the instructions laid down in pages 17, 18 and 19 (Chapter 5) Volume 1 of the Fifth Edition of the Civil Account Code, so as to reach this office by the 1st September 1897 *punctually*. Special attention should be paid to clause (*d*) of Article 55 (*vide page* 18) in the preparation of the schedules, and the information required in clauses (*b*) and (*h*) should be invariably furnished.

2. The schedules are not required in duplicate and should be prepared on *no other* than the prescribed *printed* form. (These will be supplied from this office in the course of a fortnight.)

3. Pay should be shown against the names of permanent incumbents and not against those of acting men.

4. Pay of non-progressive appointments should not be shown in columns headed "Minimum and Maximum," but only in the last column "Pay of present incumbent."

5. Slips of paper should not be attached at foot of the returns, but if space is found insufficient, application should be made to the "Stationery Department" for a sufficient supply of forms for preparation in book form.

6. The returns should be neatly copied, and the total of *each section* as well as the grand total entered.

7. When completed, in accordance with the above instructions, the detailed statement should be carefully checked with the Service Books, as this statement will be the chief authority by which hereafter pension claims will be tested. A certificate of this comparison should be endorsed on the return thus: "Compared with Service Books and found to agree."

8. Pay bills due 1st October will not be discharged at the Treasuries unless accompanied by a certificate stating that the schedule for 1st July has been forwarded.

Official Designation of Officers.	*What establishments to be included in their schedules.*
Secretary to the Government of Mysore, General and Revenue Departments.	His own office establishment and that of the Legislative Dept.
Secretary to the Government of Mysore, Muzrai Dept.	His own office establishment.
Inspector General of Police.	Do and those of Districts and taluks, Railway and Ooregum police.
Conservator of Forests in Mysore.	Do and those of Districts and of Kheddas.

Official Designation of Officers.	*What establishments to be included in their schedules.*
Chief Judge.	(1) Court establishment.
	(2) District and Sessions Judges' Sub-Judges', and the Munsiffs' establishments including Gold Fields, classified as in the Pay bills and arranged according to the respective Districts with process establishments (temporary or fluctuating establishments to be excluded).
Inspector General of Prisons.	A schedule of all Jail establishments, District and Gold Fields Lock-up.
Do of Registration.	All Registration establishments.
Government Advocate.	His office establishment.
Deputy Commissioners of Districts.	(1) Office, Court and Process establishments of Deputy Commissioners, Sub-Division Officers and Gold Fields Magistracy, (2) Revenue Assistant Commissioners, (3) Treasury, (4) Sayer, (5) Taluk establishments (excluding Police), (6) Tank establishment and (7) District Surveyor establishment. Separate statements should be prepared for Municipal and District Fund establishments.
City Magistrate, Bangalore.	His own establishment.
Town Magistrate, Mysore.	Do do
Senior Surgeon, Mysore Government.	All Medical establishments including Gold Fields paid by Mysore Government or by Local Funds (the latter to be shown separately).
Inspector General of Education.	His own office establishment, and (1) Educational establishments classified according to Districts and taluks in a separate statement, (2) Taluk and hobli schools payable from Local Funds and medical servants (separately).
Comptroller, Secretary, Mysore State Life Insurance, Treasury Officer, State Huzur Treasury, and Superintendent of Stamps.	Their respective establishments.
Palace Controller.	Permanent Palace establishments.
Superintendent, Revenue Survey and Settlement.	Permanent Survey establishments. Pay and fixed batta to be shown in separate columns.
Director of Meteorology	Establishment of the Meteorological Observatories.
State Geologist.	Do of the Geological Department.
Superintendent, Mysore Museum. Superintendent, Government Press and Compiler, *Mysore Gazette.*	The respective establishments including the Branch Press at Mysore.
Military Secretary.	His own office establishment, including that attached to the Government House and Local Force.
Director of Public Gardens.	Permanent establishment of the Lal-Bagh, Cubbon Park and Palace Gardens.
Director of Archæological Researches.	His own establishment, including that of the Gazetteer.
Officer in charge, Amrut Mahal.	Amrut Mahal establishment (permanent only).
Excise Commissioner.	His own office establishment and the Excise establishments in Mysore paid by Government.

Each schedule should be accompanied with a statement in the annexed form showing the names of officials who will have completed the age of 55 years on 1st July 1897, and of those who may complete it within the official year ending June 1898 :—

Name of official.	Designation.	When completed or may complete his 55 years of age.	Whether or not physically fit to be retained in service for another year.	Remarks quoting reference made to Government as to retention or retirement.
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